

# Hudson Valley Community College

80 Vandenburg Avenue, Troy, New York 12180

## AGENDA

For the regular meeting of the Board of Trustees of Hudson Valley Community College to be held on Tuesday, December 17, 2024, at 5:00 p.m. or thereafter on the college campus, Guenther Board Room, 80 Vandenburg Avenue, Troy, New York and via remote meeting, with live stream for the public via the college website at [hvcc.edu](http://hvcc.edu), the following matters are submitted for consideration and action.

### 1. MINUTES

Request is made for approval of the minutes of the monthly meeting of the Board of Trustees held on November 26, 2024.

Approved  
*Action Taken*

### 2. ACADEMIC SENATE RECOMMENDATION—CURRICULUM

#### A. SCHOOL OF BUSINESS AND LIBERAL ARTS

##### 1. EDUCATION AND SOCIAL SCIENCES

*Change to Existing Course Proposal:*

- **EDUC 108 - Individuals with Exceptionalities in The School and Community**

Education faculty determined that a revision of the course description was necessary to accurately reflect the focus of the course topics addressed throughout the duration of the course, using current terminology in the area of special education.

##### 2. FINE ARTS, THEATRE ARTS AND DIGITAL MEDIA

*New Course Proposal:*

- **DART 210 - Advanced Graphic Design**

The department is proposing the creation of a second level graphic design course, Advanced Graphic Design. This course delves deeper into the intricacies of graphic design and will greatly benefit students in the Digital Media Certificate program. Feedback from Digital Media AS students has shown that a lot of DGM alum go directly into the workforce. Having an advanced graphic design course as a possible elective would provide enhancement to their skills in this area.

Members of the Arts Advisory Committee agreed that graduates of the DMC and DGM programs would have better job opportunity in graphic design, if an advanced graphic design course were taken.

#### B. SCHOOL OF STEM

##### 1. APPLIED TECHNOLOGIES

*New Course Proposal:*

- **AUTO 210 - Automotive and Industrial Computers**

Using a combination of classroom and laboratory activities, this course will build on the student's knowledge of automotive and/or industrial computers, computer networks, module programming, cloning and modifications. Technicians are increasingly responsible for

repairing and reprogramming computers found in sophisticated equipment. This course will prepare students in Applied Technology programs to meet these expectations from future employers.

*New Program/Certificate Proposal:*

- **Aviation Maintenance, AAS**

The Aviation Maintenance, A.A.S. is specifically crafted for students with an Aviation Maintenance Technicians (AMT) certification issued by the FAA. The FAA-certificated AMT is based on knowledge gained through training and experience, which is demonstrated via completing written, oral, and practical tests administered by the FAA. The Aviation Maintenance, A.A.S. program provides already certificated AMTs the opportunity to obtain an associate's degree program that will bring additional qualifications for career advancement professional development, and continue their education toward a bachelor's degree.

## 2. BIOLOGY, CHEMISTRY AND PHYSICS

*Change to Existing Course Proposal:*

- **BIOL 255 - Experimental Biology: Imaging and Cytometry**

The course title for BIOL 255 will be changed from Experimental Biology I to Experimental Biology: Imaging and Cytometry. BIOL 150 and BIOL 151 are being added to the exiting prerequisites BIOL 190 and BIOL 191. Students will be able to take either set of prerequisites depending on the program they are enrolled in. Imaging and cytometry content will now be added to the course description. The contact hours will now include a 3 hour lecture and 3 hour lab, this will become a 4 credit lab science course. Students will benefit from the title change because it will better describe the content of the course.

*Change to Existing Program/Certificate Proposal:*

- **Biotechnology Certificate**

The degree requirements for the Biotechnology Certificate are being changed to better serve the students' success in the program. These changes will give the students a better opportunity to become successful after completion with attaining employment in the field of Biotechnology.

*Change to Existing Course Proposal:*

- **STEM 298 - STEM Internship**

**The new description** will better reflect broader STEM enrollment opportunities. This course is removing the prerequisite or corequisite BIOL 296 Biological Imaging and Cytometry to better align with the requirements in the Biotechnology Certificate.

BIOL 296 is not needed to complete the course work for the changes being made in the Biotechnology Certificate. Additionally, we would like to open the course to more students outside of the Biotechnology Certificate.

**The change in the course title** to STEM Internship will provide a better description for the course availability for more than the Biology, Chemistry and Physics department. The course will be opened up to other majors within the STEM division. This will provide a multiple stream of enrollment for this course and provide more internship availability to more majors.

**The change in course code** will be from BIOL 298 to STEM 298 to better give options to more majors within the STEM division in order to open up a multiple streams of enrollment for the course. STEM 298 will still reside with the BCP department.

Reducing credits from 4 to 3, and suggesting at least 9 hours of student presence at the internship site to validate the 3 credits. The one "other" hour will reflect the 1 hour of faculty load and will represent the faculty-student time and therefore correlate to load.

Approved  
*Action Taken*

### 3. HVCC NORTH: RE-PURPOSE OF FUNDING

Request is made to re-purpose \$1,000,000 originally designated for a Class 10,000 Clean Room at HVCC North to a suite of Nursing Laboratories and an Observation Room.

Approved by a vote of 9-1; resolution will be re-written to provide more details and presented for ratification at 1/28/25 BOT Meeting

*Action Taken*

### 4. SCHEDULING A PUBLIC MEETING OF THE HUDSON VALLEY BOARD OF TRUSTEES ON VIDEOCONFERENCING

Request is made for approval of the following resolution:

#### SCHEDULING A PUBLIC MEETING OF THE HUDSON VALLEY BOARD OF TRUSTEES ON VIDEOCONFERENCING

**WHEREAS**, by passing Chapter 56 of the Laws of 2022 ("Chapter 56"), the New York State Legislature amended Section 103 of the Open Meetings Law; and

**WHEREAS**, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Hudson Valley Community College Board of Trustees to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

**WHEREAS**, Section 103-a(2)(a) requires the Hudson Valley Community College Board of Trustees to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

**WHEREAS**, Section 103-a(2) allows for hybrid meetings by requiring "that a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend"; and

**WHEREAS**, Section 103-a(2)(c) requires that members be physically present at any such meeting "unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting"; and

**WHEREAS**, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be "heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon"; and

**WHEREAS**, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Hudson Valley Community College Board of Trustees webpage within five business days, and transcribed upon request; and

**WHEREAS**, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference; now, therefore

**BE IT RESOLVED**, that the Hudson Valley Community College Board of Trustees hereby schedules a Public Hearing to hear comments from the Public concerning the possible adoption of the attached Resolution and Procedures governing the use of videoconferencing as set forth above, with such Public Hearing to take place in the Guenther Enrollment Services Center's Board Room, Room 148, at HVCC, 80 Vandenburg Ave, Troy, New York 12180 at 4:25 pm on Tuesday, January 28, 2025, and be it further

**RESOLVED**, that appropriate Notice of the Public Hearing be Posted and Published as required by Law.

**Approved by a vote of 9-1**  
*Action Taken*

## 5. INFORMATION ITEMS

### A. FULL TIME FACULTY

#### 1. School of Health Sciences

Ann Ruecker, Instructor,  
Human Services and Chemical Dependency Counseling,  
f/t prob. appt., eff. 11/20/24 or thereafter \$52,000/yr

Christina Yerdon, Instructor,  
Nursing and Surgical Technology,  
f/t prob. appt., eff. 1/21/25 \$52,000/yr

### B. FULL TIME NON-TEACHING PROFESSIONALS

#### 1. Academic Affairs

William Bordak, Coordinator of Academic Services,  
Academic Affairs,  
f/t prob. appt., eff. 12/9/24 or thereafter \$70,000/yr

Kirsten Kellersberger, Assistant Coordinator,  
High School Programs,  
f/t prob. appt., eff. 11/20/24 or thereafter \$52,000/yr

#### 2. Institutional Effectiveness and Technology

Mohammad Ali, Senior Computer Programmer Analyst,  
Instructional and Information Technology,  
f/t prob. appt., eff. 12/9//24 or thereafter \$75,000/yr

### C. FULL TIME CLASSIFIED/NON-INSTRUCTIONAL STAFF

#### 1. Administration and Finance

Debra Larkin, Principal Account Clerk,  
Facilities,  
f/t appt., eff. 12/9/24 \$ 24.1184

#### 2. Student Affairs

Dorena Frank, Data Analysis Coordinator II,  
Office of Admissions,  
f/t prob. appt., eff. 12/4/24 or thereafter \$23.52/hr

Taisei Reale, Data Analysis Coordinator I,  
Office of Admissions,  
f/t prov. appt., eff. 12/10/24 or thereafter \$21.6026/hr

Da'Antria Williams, Program Assistant,  
Student Outreach and Retention,  
f/t prov. appt., eff. 11/19/24 \$22.50/hr

#### **D. PART TIME NON-TEACHING PROFESSIONALS**

##### 1. Student Affairs

Darryl White, Assistant Men's and Women's Track & Field Coach  
Intercollegiate Athletics,  
p/t appt., eff. 1/7/25 or thereafter \$2105.12/season

#### **E. HVCC MONTHLY FINANCIAL REPORTS**

1. 2024-2025 Fiscal Year Operating Budget Summary as of 11/30/24
2. Capital Expenditures, November 2024 and cumulative

#### **F. FACULTY STUDENT ASSOCIATION FINANCIAL REPORTS**

1. FSA Financial Reports, period ending 11/30/24

#### **G. ADVISORY BOARD APPOINTMENTS**

##### 1. **School of Business and Liberal Arts**

##### Education and Social Sciences

Julianna L. Currey, Director of Grants, Academic Programs and Accountability; Universal  
Prekindergarten Program, Troy City School District

Bethany St. Dennis, Career Advisor, NYS Early Childhood Professional Development Institute

#### **H. ALCOHOLIC BEVERAGE APPROVAL**


1. Holiday Reception, Guenther Enrollment Services Center, 12/17/24

#### **6. JANUARY MEETING**

The next monthly meeting of the Board of Trustees will be held on Tuesday, January 28, 2025.

#### **7. ADJOURNMENT**

**Approved**  
*Action Taken*

  
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Suzanne Kalkbrenner  
Assistant Secretary to the Board